



2019 JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM

Technical Assistance Meeting

2019 COMMITTEE MEMBERS

City Council:

Allison Chopra, Chair

Dorothy Granger

Isabel Piedmont-Smith

Andy Ruff

Susan Sandberg

Community:

Kaye Lee Johnson

Nidhi Krishnan

INTENT: IMPROVING THE HUMAN CONDITION

- Highest priority given to emergency services (food, shelter, and medical care) or other support to City's most vulnerable residents:
 - Low income
 - Under age 18
 - Elderly
 - Persons with Disabilities, or
 - Otherwise Disadvantaged

2019 PROGRAM: WHAT STAYS THE SAME

- **COLLABORATIVE APPLICATIONS**

- Provides that agencies may submit two applications: one on behalf of own agency, one on behalf of collaborative initiative

- **E-APPLICATIONS**

- **CORE CRITERIA**

- Address a previously-identified need
- One-time investment
- Fiscal leverage
- Broad and long-lasting benefit to community

- **FIRM DEADLINE:** MONDAY, 01 APRIL, 4:00 PM (No late applications)

2019 PROGRAM: WHAT STAYS THE SAME

- **Pilot for a loosened one-time funding rule continues in 2019**
 - For the fourth year in a row, the Committee will accept applications asking for operational funds that do not meet one of the long-standing exceptions to the one-time funding rule: pilot, bridge, or collaborative.
 - Do not want to encourage reliance on the Hopkins fund for operations.
 - The Committee will not accept applications from agencies two years in a row for the same operational expense.



Any application for operational funds must be still accompanied by a well-developed plan for future funding.

OPERATIONAL FUNDS

What is the Committee looking for?

- Strong case for satisfaction of community need
- Solid plan for future funding – i.e., a plan more concrete than “we plan to fund raise to sustain this...”
- Leverage (includes in-kind contributions)
- Broad and long-lasting benefits to the community

2019 PROGRAM: WHAT CHANGES

- Approximately \$305,000 to allocate (+ unused 2018 dollars)
- Applications must be complete upon submission. Incomplete applications or documents submitted after the application was handed in will not be accepted.
- Requests for capital improvements to property not owned by the applicant discouraged. See “Elaboration of Criteria.”
- Any applicant who has not previously applied for Jack Hopkins funding, must provide 501(c)(3) documentation.
- Committee may opt NOT to allocate all available monies.
 - In years where the applicant pool is weak, the Committee may not recommend allocation of all available dollars. Instead, the Committee may “bank” those dollars for future use.

2019 SCHEDULE

APPLICATIONS DUE:	MONDAY, 01 APRIL 2019, 4:00 PM
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COMMITTEE MEETS TO DISCUSS APPLICATIONS	MONDAY, 22 APRIL 2019, 6:00PM Council Library (Room #110)
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AGENCY PRESENTATIONS (Z-A)	THURSDAY, 02 MAY 2019, 5:30 PM Council Chambers (Suite #115)
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PRE-ALLOCATION MEETING	MONDAY, 09 MAY 2019, 6:30 PM Council Library (Room #110)
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ALLOCATION HEARING	MONDAY, 13 MAY 2019, 5:30 PM Council Chambers (Suite #115)
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DEBRIEFING MEETING	TUESDAY, 04 JUNE 2019, 5:30 PM Council Library (Room #110)
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HAND TECHNICAL ASSISTANCE FOR GRANTEES	TUESDAY, 18 JUNE 2019, 8:30 AM McCloskey Room (#135)
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HOW TO APPLY

- ALL APPLICATION MATERIAL AT: www.bloomington.in.gov/jack-hopkins
- APPLICATIONS SUBMITTED TO: council@bloomington.in.gov
- COMPLETE APPLICATION INCLUDES:
 - Completed Application Form – includes basic data and word-limited project summary
 - Project Budget
 - Year-End Financial Statement (prefer P&L statement & balance sheet)
 - Signed, written estimates for any proposal for capital improvements
 - MOU signed by all agencies participating in a collaborative project
 - 501(c)(3) documentation for any first-time applicant.

KEY CONSIDERATIONS

- Address and satisfy criteria (including “Elaboration of Criteria”)
- The program must primarily serve City residents
- One application/agency unless a collaborative project
- Must be 501(c)(3) or secure a fiscal sponsor
- \$1,000 minimum request (actual grants can be lower)

READ ELABORATION OF CRITERIA

Over time, Hopkins Committees have detailed the meaning of each Hopkins criterion. Those details are found in the *Elaboration of Criteria*.



Please take care to review the *Elaboration* before developing and submitting your proposal.

Some proposals fail because they run afoul of the Elaboration.

TIPS & EXAMPLES

- Clarity and concision matters
- Application should be self-explanatory and self-contained – no supplemental documents accepted after the application is submitted.
- Check your math. Ensure that the request provided in the application form agrees with the project budget detailing the use of funds.
- Good applications are as varied as the projects they propose; however, the 2015 Volunteers In Medicine application used as an example of a focused grant. This, and other past applications, are posted on the Committee's webpage: www.bloomington.in.gov/jack-hopkins.

UNSUCCESSFUL ASKS – A Few Examples

Illustrative, but not exhaustive

- Asking for funds for capital improvements outside the City limits
- Asking for funds for a project that is not well developed and/or has multiple contingencies
- Asking for a laundry list of items without any connected programmatic nexus
- Asking for funds to benefit a population that is not vulnerable
- Serial asks for operational funds without a clear vision for future funding
- Asking for funds for events or celebrations

WHEN RECEIVE A GRANT: WHAT IS EXPECTED

- Council will vote on Committee's recommendations in mid-June; **funding available** shortly thereafter
- **Sign** a Funding Agreement in June
- Attend HAND's Technical Assistance meeting in June
- Plan to **spend** your grant funds by December 3, 2019
- **Report** back to us as required by the Funding Agreement
- **Publicize** your Hopkins grant pursuant to the Funding Agreement

Living Wage Requirements

(Bloomington Municipal Code §2.28)

An agency is subject to the *Living Wage Ordinance*, only if all three of the following are true:

- 1) the agency has **at least 15 paid employees** (full, part and temporary); and
- 2) the agency receives **\$25,000 or more in assistance** (JHSSF, CDBG, tax abatements; BIIF; CRED) from the City in the same calendar year; and
- 3) at least \$25,000 of the funds received are devoted to the **operation** of a social services **program**, not for physical improvements and not for equipment (computer, refrigerator, loading dock, etc.)

QUESTIONS?